

Fire Corps Roles Within Macomb Township Fire Department

Each Fire Corps member will be offered the chance to receive training that will allow them to better protect their family, the community, and themselves in the event of an emergency.

We are looking for a few good people to volunteer to fill these roles. Any amount of time a volunteer is able to contribute will be appreciated. All are welcome and family participation is encouraged. We will make every effort to match the member to their desired interest and to the best suited task.

ADMINISTRATION

Title: Archivist

Compiles photos, news clippings, video, audio, historical, and other items and archives in binders, storage facilities, data files, etc.

Qualifications:

Good organizational skills and ability to use computer databases.

Title: Fire Historian

Researches history of fire service and fire service operations in the community; May develop displays for museums or fire stations of a historical nature, gathers information and display materials of historical significance.

Qualifications:

Able to conduct research and prepare documentation for fire service history.

Title: Critical Incident Stress Management (CISM)

Provides CISM counseling to fire department members following significant incidents.

Qualifications:

Must be licensed mental health professional with background or coursework in CISM or may be chaplain with coursework in CISM.

Title: Fundraiser Coordinator

Assists with scheduling, promotion, organization, and direction of fundraising activities for Fire Corps.

Qualifications:

Marketing/advertising skills and experience, outgoing, affable personality, organized and can work unsupervised, good communication skills, self-starter.

Title: Grant Writer

Searches for grants, writes grant applications, assists with grant management.

Qualifications:

Related work experience, good writing skills.

Title: Newsletter Editor

Writes articles and develops newsletters for the community and/or department staff.

Qualifications:

Ability to communicate effectively both verbally and in writing, good computer skills.

Title: Photographer/Videographer

Photographs special events, department events, and emergency incidents.

Qualifications:

Must have access to appropriate equipment, knowledge of digital camera and/or video and various lenses.

Title: Public Relations Coordinator

Ombudsmen, outreach, assist in recruiting additional Fire Corps members. May support multiple areas and categories.

Qualifications:

Organized and can work unsupervised, good communication skills, professional in appearance and approach, problem solver, sensitive to a diverse community with diverse issues, self-starter.

Title: Special Events Coordinator

Schedules, promotes, organizes, and directs special events.

Qualifications:

Organized and can work unsupervised, good communication skills, self-starter

Title: Vintage Fire Apparatus Restoration

Restores vintage apparatus for historical, educational, and special event value, researches and locates necessary parts, performs repair work, and schedules necessary outside work and donations.

Qualifications:

Mechanical aptitude and interest.

Title: Firefighter Assistant

Assist firefighters in the discharge of their non-emergency station duties. Perform routine maintenance and cleaning. May be asked to deliver items to other stations.

Qualifications:

Ability to accomplish assigned duties with little supervision. Professional in appearance, trustworthy and responsible. May be asked to drive personal vehicle.

FIRE PREVENTION and PUBLIC EDUCATION**Title: Fire Prevention and Public Education Assistant**

Help develop fire prevention and safety programs for department along with implementing plan. Assist in delivering fire prevention and safety programs to the public.

Qualifications:

Ability to learn fire safety programs, good public speaker, good communication skills, out-going personality, professional in appearance and approach. Experience in teaching and good computer skills helpful, but not necessary.

COMMUNITY OUTREACH**Title: Home Fire Safety Coordinator**

Assists with contacting residents and offering fire prevention tips for making the residence safer, conducts home smoke alarm tests and installations upon request.

Qualifications:

Good phone skills, good public speaking skills, ability to learn elements of fire prevention and safety information, minimal mechanical aptitude.

Title: School Fire Safety Coordinator

Assists with contacting schools and delivering fire prevention presentations to schools to increase their safety.

Qualifications:

Good phone skills, good public speaking skills, ability to learn elements of fire prevention and safety information.

SUPPORT SERVICES / EMERGENCY INCIDENT**Title: Crisis Intervention Specialist**

Provide crisis intervention and counseling to community members during and following significant incidents.

Qualifications:

Applicable para-professional training in crisis intervention.

Title: Food Unit Coordinator

Assists with procuring supplies, food, and beverage service for the incident, including remote locations and to personnel unable to leave their position of tactical field assignment.

Qualifications:

Knowledge of local purchasing and supply restrictions and requirements, knowledge of current nutritional and public health guidelines for emergency workers, ability to complete detailed reporting requirements.

Title: Responder Rehabilitator

Provides support to Medical Unit Leader in deployment and operation of the rehab Facility, may perform certain tasks within the facility if trained, and assists with set-up and break-down of facility.

Qualifications:

Knowledge of principles of operation of a Rehab Facility, experience with delivery of Emergency Medical Services is helpful.

TRAINING

Title: Adjunct Faculty

Assists in the delivery of specific subject matter based on the individual's area of expertise.

Qualifications:

Knowledge of adult learning concepts, instructional design and/or delivery experience, subject-matter expertise.

Title: Audio/Visual Support Technician

Assists the training officer, guest instructors, lecturers, and presenters with setting up multimedia presentations and videos.

Qualifications:

Knowledge of computers and presentation software, ability to interface computers with P/C projector, audio systems, and VCR and/or DVD players, ability to develop slide presentations, such as PowerPoint, and to add graphics, photographs, video clips, documents, and maps to enhance the presentation.

Title: Department Librarian

Catalogs and maintains inventory of training materials such as textbooks, magazines, training manuals, instruction materials, and other media. Seek out and research new materials to add to an expanding library.

Qualifications:

Use of personal computers and database programs, ability to communicate effectively verbally and in writing, ability to categorize and supervise storage.

Title: E-Learning Specialist

Assists with the development and delivery of online learning programs, the development of a web site, interacts with various divisions to ascertain appropriate information to place on the Internet.

Qualifications:

Above average knowledge of computer system, online learning design, and delivery methodologies pertaining to the Internet and HTML.

Title: Fire/EMS Training Role Player

Assists the Training Officer in providing training to department personnel and the public as a role player.

Qualifications:

Outgoing personality.

Title: Language Instructors, Tutors, and Interpretive Services

Provide classes, interpretation, or personal tutoring in basic language instruction to employees appropriate for the make-up of our jurisdiction.

Qualifications:

Ability to speak, read, or write English and a second language that is appropriate for the demographics of the jurisdiction and the ability to impart knowledge to others. Previous teaching experience preferred but not required.